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POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. 6285A					
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location CNIC, IS³ NSRW, San Diego, CA		5. Duty Station Various San Diego, CA		6. OPM Certification No.			
Explanation (Show any positions replaced) IS 15		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level 14. Agency Use COMP: 0300			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input checked="" type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 3 Critical Sensitive <input type="checkbox"/> 4 Special Sensitive		15. Classified/Graded by		Official Title of Position			
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		Pay Plan			
Police Officer (Instructor)		Police Officer (Instructor)		GS		0083		09			
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment Department of the Navy		c. Third Subdivision		d. Fourth Subdivision			
a. First Subdivision Navy Installations Command (CNIC)		b. Second Subdivision IS ³		e. Fifth Subdivision		Signature of Employee (optional)		Initials			
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		a. Typed Name and Title of Immediate Supervisor IS3 Site Manager (b) (6)		b. Typed Name and Title of Higher-Level Supervisor or Manager (Optional) IS3 Regional Manager (b) (6)		Date 2008/08/25			
21. Classification and Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification and Grading Guide for Police and Security Guard Positions in Series, GS-0083/GS-0085 TS-87 April 1988 Training Instruction Series, GS-1712 TS-104 May 1991 Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		a. Typed Name and Title of Official Taking Action (b) (6) Human Resources Advisor, CNIC		Signature (b) (6)		Date 2008/08/25			
23. Personnel Review		24. Remarks: BUS/UICS: (NV3726 - 50214, 50211, 50212, 46255, 61013); (NV2209 - 48144); (NV2060 - 46254); (NV3648 - 50210); (NV1798 - 46256); (NV2420 - 50213); (NV2594 - 3538A); (NV2603 - 3534A) SUPV: 8 FPL: GS-09, Career Ladder Positions: 6369A (GS-06), 6370A (GS-07), 6284A (GS-08) **P&I to update BUS/UIC Codes, add locations, replace with updated terminology. No impact to T/S/G. RB 08/09/2017		Initials		Date		Initials		Date	
a. Employee (optional)		b. Supervisor		c. Classifier		Initials		Date			
NSN 7540-00-834-4265		Previous Edition Usable		5008-108		OF 8 (Rev. 1-85)					

POLICE OFFICER (INSTRUCTOR)
GS-0083-9

I. INTRODUCTION

This position is that of a Senior Police Officer (Instructor) within the ~~IS~~³ Force Protection organization supporting training programs for CNIC Naval Activities. The organization is responsible for maintaining training in the area of law enforcement for the installation forces. The training staff provides training services for DON Police Officers and also includes the Naval Security Forces (NSF) of Military, Government Civilian, and the ~~IS~~³ Force Protection staff. ~~Incumbent may be the Alternate Site Manager.~~ An alternate Site Manager is designated via a delegation memorandum. (b) (6) 08/09/2017

For qualification sustainment, each instructor shall be required to perform two full shift sustainment watches for a minimum of 16 hours monthly.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of the position serves as senior training instructor for the organization as the resident subject matter expert (SME) and resource person in the instructional areas of law and evidence, terrorism, laws of arrest, search and seizure, basic criminology, accident investigations, specialized criminal investigative techniques, specialized police operations, response techniques, riot and crowd control techniques, preliminary police investigations and other specialized and technical instructional areas related to law enforcement .

Prepares course material in the field of law enforcement. Develops and submits recommendations to the Training Supervisor on course content additions, revisions, deletions etc. Coordinates with other federal law enforcement instructors in developing different approaches and methods of instruction; and assists in making improvements to courses which leads to the achievement of overall course objectives.

Research is performed on a continuous basis to ensure the most up-to-date material and information is provided to students. Determines the most effective ways and means of teaching course curriculum.

Conducts lectures, discussion, guided conference and demonstration methods to present law enforcement, investigative techniques, procedures, and practical application sessions.

Assists host of In-Service Training Courses with organizing, scheduling, and coordinating In-Service Training Courses which are designed to maximize individual competencies or to maintain satisfactory performance levels in the cognitive domain.

Develops Performance Objectives and Standards to aide in properly identifying training needs and requirements of each student. Ensures the knowledge and skills are developed in the most current concepts and techniques in the field of Law Enforcement and Security. Analyzes individual officer and organizational performance issues; identifies probable causes of deficiencies and designs In-Service Training courses to correct deficiencies. Plans and implements strategies to initiate performance enhanced In-Service Training courses. Responsible for maintaining student progress and developmental records for the In-Service Training Program. Acts as evaluator in In-Service Practical Training Exercises.

Researches, locates and abstracts applicable course material. Contacts other training facilities and works closely with the Installation personnel and the Regional ~~IS~~³ Force Protection Training Academy staff to compile and analyze material to supplement his/her course instruction, such as development of training ideas and aids, such as forms, maps, posters, charts, etc.

Provides classroom studies and instruction on practical use of law enforcement equipment and techniques. Provide instruction in Firearms Safety and conducts the Weapons Qualification in compliance with OPNAVINST's. Tests for weapons proficiency, provides instruction and guidance on the firing line to students. Serves as the Firearms Range control officer operating the range program when running the Practical Weapons Course (PWC) and/or the Firearms Training system (FATS). Ensures that all law enforcement personnel are in compliance with agency standards and policies governing employee proficiency in the use and care of assigned firearms. Incumbent conducts field inspections of weapons assigned to police personnel. Field inspections could include review of personnel certification to operate and carry firearms, proper operation of a firearm, and firearm proficiency.

Performs other related duties, as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED

Expert knowledge of professional instructional methods and theories used in a formal Police Office Training environment.

Expert knowledge to apply law enforcement procedures, Federal and local laws, traffic laws and established rules, regulations, and legal authorities.

Knowledge of investigative procedures, techniques, and methods to resolve crimes and other incidents.

Knowledge to use available modern detection devices and laboratory services; and awareness of continuing advances in law enforcement technology to properly provide instruction on practical use of equipment.

Knowledge to plan lessons, analyzes statistical data, and meets overall training objectives.

Ability to communicate effectively, both orally and in writing. Ability to persuasively present facts and research results to individuals who may have a different point of view.

Skill in counseling law enforcement students regarding area of training where deficiencies exist.

Ability to conduct preliminary investigations, interviews complaints of crimes and incidents. Ability to prepare written citations and reports in proper format, procedures and grammar.

FACTOR 2 - SUPERVISOR CONTROL

Broad, within the scope of the regulations, to ensure Installation Security Forces are trained to Navy Law Enforcement requirements. The incumbent independently plans training course work. Results of the work are considered technically sound and are reviewed for attainment of goals. Work review concerns such matters as fulfillment of training objectives, effect of advice and influence of the overall delivery of the training, or the contribution to the advancement of technology. Recommendations for new course development and alteration of objectives are usually evaluated for such consideration as subject matter content, availability of resources program goals or priorities. Techniques are not usually reviewed in detail.

FACTOR 3 - GUIDELINES

In performance of Instructor duties, the incumbent will be guided by applicable portions of the United States Code Titles 18, 10 and 5, Uniform Code of Military Justice, Security Directives, Navy Training Standard Operation Procedures, SECNAV and OPNAV instructions. On the basis of general policy statements, the incumbent uses judgment and ingenuity in interpreting regulations, extracting pertinent material for the intent of the guides that do exist and in developing applications to specific areas of work. Incumbent incorporates and applies established policy and procedures in presentation of training course material in a classroom setting.

FACTOR 4 - COMPLEXITY

The incumbent is in a highly technical teaching situation. The individual is responsible for the development of course materials and techniques to train NSF (Military, Government Civilian, and ^{Force Protection} IS³ staff) law enforcement personnel. Courses are administered primarily to regional employees in law enforcement including the military and law enforcement personnel at the local level. The regulations, laws and procedures involved in the Police Officer subject matter specialty change requiring the incumbent to be constantly aware of these developments in order to properly instruct all levels of

personnel in the area of law enforcement. The incumbent also serves as an advisor to trainees while they are in a training environment.

FACTOR 5 - SCOPE AND EFFECT

The purpose of the work is to develop, present and refine courses and lesson plans to naval installation law enforcement personnel. The objective of this training is to build proficiency in all areas of law enforcement and to promote the team concept between law enforcement entities. The effective and thorough performance of the incumbent is reflected in the ability of law enforcement personnel to perform efficiently in the execution of their assigned duties. The work impacts upon the quality of life and safety of visitors, military and civilian personnel, and dependents, as well as, the security of Federal property, grounds and equipment and classified material.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with Police Officers and Police Officer students engaged in related law enforcement activities, and individuals of other agencies in the installation law enforcement community. These contacts are made on a face to face basis, as well as through telephonic communication. A continuing liaison with participating organizations is essential for the smooth and continuous planning delivery and accountability for programs presented by the ~~IS~~³ organization.

Force Protection

FACTOR 7 - PURPOSE OF CONTACTS

Purposes of contacts are to conduct training, modify course content and techniques, and to instruct Command/Installation law enforcement staff. Contacts are made to maintain a two-way liaison for the primary benefits of the training program and to promote the image of the ~~IS~~³ organization as a professional and responsible organization.

Force Protection

FACTOR 8 - PHYSICAL DEMANDS

This position may require conducting training on various shift work hours. Requires physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, sitting, crawling and similar activities and lifting and carrying of heavy objects 50 pounds or less, such as weapons, training equipment such as TV/VCR, overhead projector, etc. Occasional travel is involved to field locations to coordinate training activities. Training is conducted in a classroom setting.

FACTOR 9 - WORK ENVIRONMENT

Work is performed where there is exposure to moderate discomforts and unpleasantness. May be required to use protective clothing or gear. Normal work place is an office. Duties require visitation to classrooms, conferences, firearms ranges and other training sites. Physical exposure to lead and loud noises is incurred; however,

protective measure such as advanced ventilation systems and hearing protection is afforded.

OTHER POSITION REQUIREMENTS

Incumbent must obtain and maintain a **NON-Critical Sensitive** certification-Secret Clearance.

Mandatory drug testing with no positive results.

Must retain a motor vehicle driver license from the state of residence.

Required to carry firearms or other weapons authorized for their specific jurisdictions (I.E., applicable Navy, Federal and State certifications) and required to re-familiarize themselves with authorized weapons periodically and demonstrate skill or proficiency in their use.

Must meet the provision of the Lautenberg Amendment.

Call back and emergency overtime maybe requirements of this position.

Work may includes assignment to train second, third or rotating shifts or weekend and holidays.

Required to pass a yearly physical and continue to be physically fit. Required to pass an annual Physical Agility Test.

Required to wear a uniform and comply with grooming standards.

Must be 21 years of age.

Incumbent may be required to obtain and maintain the following training, licensing, and certifications:
- Explosive / Hazardous Materials Driver.

(b) (6) 10/04/11

Must successfully complete a required Police Training Academy or equivalent course, e.g. Navy Police Officer Academy; a federal or military police academy; or equivalent law enforcement training. Must also successfully complete any annual sustainment training, Level 1 Oleoresin Capsicum (OC) contamination training (if applicable), and OC refresher training. (b) (6) 08/09/2017

Investigate

Position Designation Record

Agency	Department of Navy
Position Title	POLICE OFFICER (INSTRUCTOR)
Series and Grade/Pay	GS-0083-09
Band	
Position Description	6285A
Number	
Designator's Name & Title	(b) (6)

National Duties

Degree of Potential for Compromise or Damage

Public health and safety

One or more of the following when there is the potential to cause significant or serious damage to national security (effect may be local or isolated to a single location, or the impact is controllable within a reasonable period of time and expending minimal resources) :

- Responsibility for the protection, control and enforcement of the nation's public health or safety policies – with moderate autonomy or ability to negatively impact or damage national security
- Responsibility for protecting the nation's public health or safety against acts of terrorism, espionage, or foreign aggression– with moderate autonomy or ability to negatively impact or damage national security

Potential for Compromise or Damage

Duties

Degree of Potential for Compromise or Damage

One or more of the following:

Duties**Degree of Potential for Compromise or Damage**

Law Enforcement or
criminal justice duties

- Scope of authority is extensive, but arrest authority is within a small jurisdiction
- Use/possession of a firearm within a small jurisdiction
- Conducts criminal investigations concerning routine matters
- Exercises custodial control over inmates, detainees, suspects, etc.
- Monitors or supervises individuals in the custody of a criminal justice system or process, i.e., probation or parole officers, etc.

Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation

Label	Points	Investigation	Form Required
Total Initial Position Designation Points from Step 2	15		
Adjusted Position Designation Points from Step 3	25	T3	SF 86

Sensitivity**Risk Level**

Non-Critical Sensitive

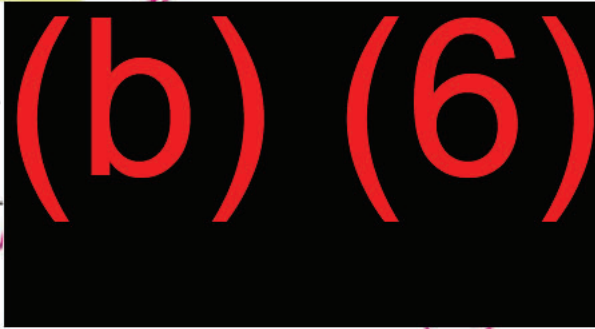
Moderate Risk

Designator Notes/Justification/Comments

N3ATPSI

Signature

Name: _____



Date: _____

29 Mar 17